



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5305.3D
SPAWAR 09M
15 Jul 2003

SPAWAR INSTRUCTION 5305.3D

From: Commander, Space and Naval Warfare Systems Command

Subj: CRITERIA FOR AWARDING COMMAND/ORGANIZATIONAL PLAQUES
AND MEMENTOS

Ref: (a) U.S. Code, Title 10, Section 1125
(b) SECNAVINST 3590.4(series)
(c) SECNAVINST 7042.7(series)
(d) DoD Directive 1348.19

Encl: (1) Sample Request Memorandum for Command/Organizational
Plaques and Mementos

1. Purpose. To provide policy, revised procedures, and guidance for awarding Space and Naval Warfare Systems Command (SPAWARSYSCOM) plaques/mementos purchased with appropriated funds. This instruction contains significant changes and should be read in its entirety.

2. Cancellation. SPAWARINST 5305.3C of 16 Sep 02 is cancelled.

3. Background. Per reference (a), the Secretary of Defense authorizes the delegation of authority to senior service commanders to use appropriated funds to purchase medals, badges, and similar devices for award to members, units, or agencies of the armed forces under his/her jurisdiction for achievement(s) related to that armed force.

4. Definitions. Command plaques/mementos are those purchased with appropriated funds and issued by Commander, SPAWARSYSCOM. Mementos are defined as items perceived as personal gifts of an official nature (i.e. items procured with appropriated funds emblazoned with the SPAWAR Logo; pens, coffee cups, coins, shirts, etc.).

5. Policy. The intent of awarding a command plaque/memento is to recognize the superior performance of an individual or group. Appropriated funds may be used to purchase SPAWARSYSCOM plaques/mementos provided the criterion contained herein is met.

6. Criteria for Awarding Command Plaques/Mementos

a. Personnel Criteria. SPAWARSYSCOM DoD employees are eligible to be recommended for a command plaque/memento. DoD employees outside of SPAWARSYSCOM will be approved on a case-by-case basis

b. Performance Criteria. The performance criteria for awarding SPAWARSYSCOM plaques purchased with appropriated funds to eligible individuals or organizations is superior, professional performance; either sustained or short term, or other clearly significant contributions that have benefited the command and its mission. Plaque/memento requests may be submitted upon the transfer or retirement of an individual; however, they must also meet all other criterion. (i.e., superior performance).

7. Limitations

a. Command plaques/mementos given to non-DOD employees or organizations as part of a community relations program for furthering cooperation between organizations or fostering good will shall not be purchased with command managed appropriation funds.

b. Per reference (b), SPAWARSYSCOM plaques awarded to dignitaries or officials of foreign countries are funded by Official Representation Funds (ORF). Requests for plaques/mementos purchased with ORF are handled by SPAWAR 00E.

c. Plaque/memento requests based solely on personal or scholastic achievement of an individual is not sufficient justification to warrant the presentation of a command plaque/memento purchased with appropriated funds.

d. No more than one organizational plaque/memento shall be purchased with appropriated funds for any individual.

8. Procedure

a. Recommending Authority. Authority to recommend approval and forward requests is retained at the Major Code Head or Deputy level, to include the equivalent for PEO C4I and Space. Authority may be delegated to the next organizational level.

b. Use enclosure (1) to nominate personnel or an organization. Upon approval within code, forward request to SPAWAR 09M for final determination of eligibility and action, as appropriate. Requests not completed in accordance with this instruction will be returned for completion and considered when resubmitted.

c. Requests to award a command plaque/memento should be made a minimum of 15 days before desired presentation date.

9. 09M Responsibilities. SPAWAR 09M will take action on all approved requests for plaques/mementos purchased with appropriated funds. Once approved, the nomination will be retained by SPAWAR 09M for record purposes. SPAWAR 09M will maintain the stock of command plaques; using command administration, operations, maintenance, and Navy funds as needed.

10. Private Purchase of Plaques/Mementos

a. Plaques/mementos purchased from other than government appropriated funds (such as personal funds, wardroom dues, or authorized donations) are not required to meet the requirements set forth in this instruction. Accordingly, engraving will not be done at the expense of the government and must be taken to a non-government resource.

b. SPAWARSYSCOM plaques awarded for recognition outside the provisions of this instruction may be purchased from the command's retail supply representative with personal funds.

11. COMSPAWARSYSCOM Claimants. Systems centers, detachments, and activities will develop local guidance to ensure adherence to this instruction and references (a) through (d), making adjustments for local organizational structures as necessary. Additionally, claimants must maintain a centralized record of plaque/memento requests and approvals. These records are subject to inspection for compliance with this instruction and associated references.

/s/
K. D. SLAGHT

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Distribution:
SPAWAR List 4
SNDL Part II
FKA1B1

15 Jul 2003

Date

MEMORANDUM

From: (title, code)

To: 09M

Via: (Code, Program Director, Program Manager as appropriate)

Subj: SPAWARISYSCOM PLAQUE/MEMENTO REQUEST (specify which throughout memo)

1. (Name), is hereby nominated for the award of a SPAWARISYSCOM plaque/memento.

2. Justification: (See paragraph 6 for guidance)

3. If approved, request the following inscription for plaque/memento:
(Use standard inscription for all plaques below)

CAPT John F. Doe
PMW-111
January 2000 - January 2003
"Fair Winds and Following Seas"

(Signature block)

Date

FIRST ENDORSEMENT

From: (Via code from above)

To: 09M

1. Recommend approval/disapproval.

(Signature block)

(Forward this last section to 09M)

Date

SECOND ENDORSEMENT

To: 09M

1. Request is approved/disapproved.

2. SPAWAR 09M will make a SPAWARISYSCOM plaque/memento available to the requesting Directorate/Staff Code for appropriate award presentation.

(Signature block)

Enclosure (1)